

**WESTERN STATE UNIVERSITY COLLEGE OF LAW**  
**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report**  
**October 1, 2011**

**INTRODUCTION**

The Western State University College of Law (WSU) is providing the following information to all of its employees and students as part of Western State's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Dean/President, William E. Adams [weadams@wsulaw.edu](mailto:weadams@wsulaw.edu) at (714) 459-1168.

**I. CAMPUS SECURITY AND CRIME PREVENTION POLICY**

The WSU Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report are distributed to every student and employee on an annual basis and are available to prospective employees and students at their request. Students receive the report via their campus box. Current employees receive a copy in their boxes, as well as by email, and new employees receive a copy as part of their new hire documents. Statistics are also posted on the official bulletin board. Additional copies are available from the Student Services and Human Resources Offices.

**REPORTING CRIMES AND EMERGENCIES**

*Western State University College of Law does not have a campus police or security department.* A safe environment is everyone's responsibility.

Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Director of Student Services, Donna Espinoza. Reports are kept in a secure location. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Western State University College of Law that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Western State University's facilities to the Director of Student Services, either in person or by calling 714-459-1117. If the Director is not available, notify Student Services and the Fullerton Police Department by dialing 911 or 714-738-6800.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Director of Student Services. Criminal activity includes, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Fullerton Police by dialing 911 and then notify the Dean of Students.

**POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Students. Reports are kept in a secure location. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information provided by Theresa Carroll, WSU Director of

Finance.

## **ACCESS TO WESTERN STATE UNIVERSITY**

It is the policy of Western State University that access to all campus facilities, be limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to Western State University's policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are issued ID cards.

## **CAMPUS SECURITY**

Western State University has locked access to all offices. In addition, we have bonded, unarmed security personnel from Wackenhut Corporation on campus from 6pm – 2:00am Monday through Friday and Saturday 7:30am – 7:30pm and Sunday 6:00pm – 12:00am. Access to the building requires visitors to check in at the reception desk, on the second floor, and wear a visitor's badge.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

Western State University is located in Fullerton California, County of Orange. Western State University maintains a working relationship with the Fullerton Police department with periodic contact initiated by the building personnel to ensure that Western State University is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports, to students and staff, of crimes that represent a continuing threat. Notice of timely warning reports are posted on campus bulletin boards.

Western State University does not have any formal agreements with State and/or local police to investigate alleged crimes.

## **PROGRAMS TO INFORM STUDENTS AND STAFF ABOUT CAMPUS SECURITY**

Students and staff are informed of contact information and the process for reporting any incidents of crime on campus annually. In addition, Crime reports are posted in Human Resources and Student Services and discussed at department meetings annually.

## **PROGRAMS TO INFORM STUDENTS AND STAFF ABOUT THE PREVENTION OF CRIMES**

Students, faculty and staff are informed on crime prevention annually, In addition, students, faculty and staff are encouraged to park as close to the building as possible especially at night and to report any suspicious activity to the guard. Students, faculty and staff are encouraged to seek assistance, in the evening hours, from our security personnel, to get safely to their cars.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, Western State University does not have any off-campus student organizations.

## **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Western State University annually (see *Student Handbook*, Section 20.1).

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Western State University also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational information promoting the awareness of rape, acquaintance rape, and other sex offenses are presented during New Hire Orientation by Human Resources to all staff and student workers and the policy is distributed annually to all staff and students. When possible, guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in Human Resources. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s request, security, the Dean of Students, or Human Resource Office personnel will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure that you are not injured and the examination could provide valuable evidence should you decide to prosecute).

Call someone to be with you, you should not be alone.

It is recommended that victims call the Rape Crisis Hotline in Santa Ana (949) 831-9110. The Hotline is operational 24 hours a day and their counselors can help answer medical and emotional questions at any hour, and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. Western State University will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Western State University personnel take action reasonably feasible to prevent any unnecessary or unwanted contact with alleged assailants.

Other rape crisis centers or mental health agencies are available to assist a victim of sexual offenses. Please contact Human Resources at (714) 459-1124.

**Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with the provisions of the Western State University *Student Handbook*. The outcome of a disciplinary proceeding convened by Western State University, against a student, is for the purpose of the student – law school relationship and may carry a penalty from reprimand to expulsion from the law school. A student who is accused of sexual assault may also be prosecuted through the criminal courts of the State of California.

**INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Fullerton Police Department, located at:

237 W. Commonwealth Fullerton CA 92832

Additional information can be obtained by calling the police dept. at 714-738-6800.

A search for registered sex offenders may be found at <http://www.nsopr.gov/> .

**EMERGENCY NOTIFICATION & EVACUATION POLICIES**

WSU will make every effort to remain open each business day in order to minimize disruption to class and work schedules. However, extreme circumstances may make the continuance of business operations impractical or put the safety of employees or students at risk. In cases of extreme circumstances such as severe weather, a declared state of emergency, utility disruptions, natural disasters and terrorist actions, the closing of the campus may be deemed necessary.

Procedure used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency:

In the event of a campus emergency requiring immediate evacuation of the campus, after informing the local police department of the nature of the emergency via 911, the college of law will utilize its Senior Staff and Executive Committee members to inform all students, faculty and staff on campus of the need to immediately evacuate the premises to a safe location. If the situation allows, the college of law's Director of Student Services will also immediately send out an "all student/staff" email notification of the need to evacuate the campus to the email addresses on file. Depending upon the nature of the emergency, the college of law's Dean/President, another Executive Committee member or the senior staff member on campus will determine if the notification would compromise the ability to contain the emergency or endanger additional students or staff members.

In addition, in the event of an emergency requiring the college of law to close temporarily, the college Dean/President will contact the Corporate Public Relations Department who will cause an announcement of the duration of the closure to be listed on the college of law's national website.

Process used to confirm that there is a significant emergency or dangerous situation:

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the campus Dean/President or any other Executive Committee member to report the situation. The Dean/President or Executive Committee member will then review the report to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

Process used to determine the appropriate segment(s) of the campus community to receive notification:

In the event of a confirmed emergency situation, the Campus Dean/President or Executive Committee member will determine the appropriate segments of the campus population to receive notification and determine the content of the notification which will then be passed on to the staff members for dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of the Emergency Notification system in order of priority:

1. Campus President, William E. Adams
2. Associate Dean, Academic Affairs, Susan Keller
3. Associate Dean, Student Affairs, Charles Sheppard
4. Director of Facilities, Jon Evans
5. Director, of Human Resources, Peg Savala
7. Director of Student Services, Donna Espinoza
8. Assistant Dean of Admissions, Gloria Switzer
9. Director of Administrative and Financial Services, Terri Carroll

The emergency response and evacuation procedures are publicized on an annual basis to all students and faculty through dissemination of this report via e mail to wsu e-mail address assigned to all students, faculty and staff.

The campus emergency notification protocols and procedure are reviewed with each staff member at orientation and subsequently in staff and faculty meetings and practice drills are conducted at least annually to assure effectiveness of the plan. A description of the practice drill exercise along with a record of the date, time and whether it was announced or unannounced is maintained by the Director of Facilities, Jon Evans.

### **Fire Alarm Evacuation Procedures**

- When a fire alarm is sounded, Fire Marshals on each floor immediately evacuate the administrative offices, classrooms, and study rooms by directing students, faculty and staff down the stairwells and out through the nearest 1st floor exit; the front entranceway, or the back entranceway. All individuals are to exit the building and proceed to the southwest corner of the main parking lot (corner furthest away from the building).
- The Fire Marshals ensure that all faculty, staff, students, vendors, visitors, etc have vacated their offices, classrooms, labs, interview rooms, testing rooms, etc.
- The Fire Marshals will communicate with the Director of Facilities via 2 way radio and ensure that all areas have been cleared.
- Once the alarm or drill has been completed, the Fire Chief will announce when it is acceptable for everyone to re-enter the building.

Emergency response and evacuation procedures are posted in each classroom. In addition, faculty, staff, and students will receive, on an annual basis, a copy of the emergency response and evacuation procedures. WSU tests emergency response and evacuation procedures on at least an annual basis.

## Western State University College of Law

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

<i>Criminal Offenses</i>	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	1	0	0	0	0	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.)

Hate Crimes	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin


Arrests/Persons Referred for Campus Disciplinary Action

Arrests/Persons Referred for Campus Disciplinary Action	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
<b>Arrests</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

\* Includes school-sponsored housing

\*\* Public property includes the adjacent sidewalks, streets, and areas within 500 feet of 1111 N State College Blvd, Fullerton, CA 92831